

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 05-255

OPENING DATE: 26 August 2005

CLOSING DATE: 26 September 2005

ANTICIPATED FILL DATE: 16 Oct 05

### POSITION TITLE AND NUMBER

Administrative Officer, PDCN R8669000  
MD # 1221-310

### UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-J4- DOL  
NCARNG, Raleigh, North Carolina

### GRADE AND SALARY (Includes Locality Pay Adj of 11.72%)

GS-0341-09 \$41,772.00 - \$54,300.00 per annum

### EMPLOYMENT STATUS

Excepted Service

**WHO CAN APPLY:** The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina National Guard.

**HOW TO APPLY:** Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), Resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date. **NOTE: Information that must be provided when applying for a technician position is as follows:** announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

**QUALIFICATION REQUIREMENT:** Must have 24 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's.

### KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Ability to supervise and manage personnel.
2. Ability to analyze programs and recommend changes and corrective actions.
3. Knowledge of property accountability and the Command Supply Discipline Program.
4. Knowledge of the Command Logistics Program and contingency stockage requirements for the state.
5. Knowledge of and the ability to control distribution/redistribution of equipment for the state and to monitor excess supplies and equipment turn-in for the state.
6. Knowledge of organizational staff procedures.

**CONDITIONS OF EMPLOYMENT:** 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

**SECURITY CLEARANCE:** Must have or be able to obtain a security clearance at the Secret Level.

**MILITARY ASSIGNMENT:** Assignment to a compatible Officer, Warrant Officer or Enlisted position in the NCARNG is mandatory. (O: 88, 91, 92, 90A; WO: 92; Enl: CMF 91)

**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Manages, controls, analyzes and recommends corrective action, regarding property losses. Performs trend analysis to develop solutions to accountability problems. Creates or ensures analysis to develop solutions to accountability problems. Creates or ensures the creation of state level survey documentation. Coordinates actions with the approving authority/TAG and other staff officers (i.e., United States Property and Fiscal Office (USPFO), Judge Advocate (JA), etc.) for the administrative processing of surveys. Analyzes Property Accountability Management Information System (PAMIS) data and other sources reflecting command wide losses. Develops charts, statistical data and other information to keep the command attuned to property accountability problems. May provide command level briefings. Advises and assists Survey Officer or other official regarding the interpretation and application of regulatory guidance involving property loss. Helps to develop, implement and evaluate the effectiveness of the Command Supply Discipline Program (CSDP). Helps to plan, organize and direct the Command Logistics Program through commanders and full time supply positions to ensure that unit requirements are identified, requisitioned, funded, issued and logistically supported. Recommends and implements supply allocations for all classes of supply (except Class V, VIII, and IX) as the situation warrants. Monitors and coordinates command aspects of contingency stockage requirements to include unit storage requirements/capability and reporting status. Provides logistics staff control over the distribution/redistribution plans and programs within the command. Monitors equipment redistribution to ensure allocations are consistent with readiness goals. Coordinates with applicable staff/command elements to resolve factors adversely impacting timely disposition of material. Monitors procedures and ensures that excess supplies and equipment are turned-in in accordance with prescribed directives. Utilizes information management tools provided by the USPFO to track excess in units. Resolves unit command problems impeding the expeditious redistribution, turn-in, and shipment of excess property. Helps to plan, formulate and develop command POL Quality Surveillance Program to ensure compliance with directives. Reviews and analyzes the trends for effectiveness and efficiency. Responsible to monitor and assist with bulk petroleum management at unit/activities, to include receipt, storage, issue, accountability, inventory, sampling, testing, marking, identification, safety, housekeeping, maintenance, operations and credit card usage. Directs actions to improve undesirable conditions. Performs others duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS** 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs.

2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15.

3. Relocation expenses (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date.

4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**

**DISTRIBUTION:** A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-01, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-12

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